DOCUMENT RESUME

ED 213 997 CE 031 939

AUTHOR Goldwair, William; And Others
TITLE Career Education Materials for Employment and Training Programs. Catalog.
INSTITUTION Ohio State Univ., Columbus. National Center for Research in Vocational Education.
SPONS AGENCY Employment and Training Administration (DOL), Washington, D.C. Office of Youth Programs.
PUB DATE 81
CONTRACT DOL-99-0-2297-33-52
NOTE 91p.; For related documents see CE 031 933-972.

EDRS PRICE MF01/PC04 Plus Postage.
DESCRIPTORS Adult Vocational Education; Allied Health Occupations Education; Annotated Bibliographies; Audiovisual Aids; Business Education; Career Development; *Career Education; Career Planning; Cooperative Education; Curriculum Guides; Distributive Education; Educational Legislation; *Employment Programs; Federal Legislation; Home Economics; Information Systems; *Instructional Materials; *Job Training; Postsecondary Education; *Resource Materials; Secondary Education; Special Education; Teaching Guides; Trade and Industrial Education; *Vocational Education
IDENTIFIERS *Comprehensive Employment and Training Act; Philadelphia School District PA; Vocational Education Information Network; Vocational Technical Education Consortium States

ABSTRACT

This catalog provides Comprehensive Employment and Training Act prime sponsors with a description of resource and curriculum materials used by the School District of Philadelphia in its instructional programs. (Some of the resources are available for the cost of reproduction.) The first section contains resources for the following vocational subjects: Business Education, Distributive and Cooperative Education, Health Occupations, and Home Economics. Under each heading are listings of available books, reports, papers, guides, and curricular information on special projects. The second section contains resources relative to career development and planning; special education resources are found in the third section. The fourth section consists of information, special services, and programs. It includes descriptions of two informational systems--V-TECS (Vocational Technical Education Consortium of States) and VEIN (Vocational Education Information Network). The fifth section contains resources for the vocational subject, Trade and Industry Education. Entries in all sections include the title, type of resource, developer, objectives, description, suggested use, and contact person, address, and telephone number. (YLB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ED213997

CAREER EDUCATION MATERIALS

FOR EMPLOYMENT AND TRAINING PROGRAMS

Catalog

Provided by the Technical Assistance for Occupational Skills Training Project Sponsored by the Office of Youth Programs, U.S. Department of Labor

CE031939

THE NATIONAL CENTER FOR RESEARCH IN VOCATIONAL EDUCATION
The Ohio State University · 1960 Kenny Road · Columbus, Ohio 43210
Tel (614) 486-3655 Cable CTVOC:DOSU/Columbus, Ohio

U.S. DEPARTMENT OF EDUCATION
NATIONAL INSTITUTE OF EDUCATION
EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)

✓ This document has been reproduced as received from the person or organization originating it.
Minor changes have been made to improve reproduction quality.

• Points of view or opinions stated in this document do not necessarily represent official NIE position or policy.

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Linda Pfister

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC)."

THE NATIONAL CENTER MISSION STATEMENT

The National Center for Research in Vocational Education's mission is to increase the ability of diverse agencies, institutions, and organizations to solve educational problems relating to individual career planning, preparation, and progression. The National Center fulfills its mission by:

- Generating knowledge through research
- Developing educational programs and products
- Evaluating individual program needs and outcomes
- Providing information for national planning and policy
- Installing educational programs and products
- Operating information systems and services
- Conducting leadership development and training programs

For further information contact:

Program Information Office
National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, Ohio 43210

Telephone: (614) 486-3655 or (800) 848-4815
Cable: CTVOCEDOSU/Columbus, Ohio

© 1981 by The National Center for Research in Vocational Education of The Ohio State University. Reproduction by the U.S. Government in whole or in part is permitted for any purpose.

A CATALOG OF CAREER EDUCATION MATERIALS FOR EMPLOYMENT AND TRAINING PROGRAMS

Prepared by

The National Center for Research in
Vocational Education
The Ohio State University

by request of

The Philadelphia Office of Employment and Training

1981

FUNDING INFORMATION

PROJECT TITLE:	Technical Assistance for Occupational Skills Training Project
CONTRACT NUMBER:	99-0-2297-33-52
ACT UNDER WHICH FUNDS ADMINISTERED:	Comprehensive Employment and Training Act of 1978, Title IV, Part A, Subpart A
SOURCE OF CONTRACT:	Office of Youth Programs U.S. Department of Labor Washington, DC
CONTRACTOR:	The National Center for Research in Vocational Education The Ohio State University
EXECUTIVE DIRECTOR:	Robert E. Taylor
PROJECT DIRECTOR:	Brian Fitch
DISCLAIMER:	This publication was prepared pursuant to a contract with the Office of Youth Programs, U.S. Department of Labor. Contractors undertaking such projects under government sponsorship are encouraged to freely express their judgment in professional and technical matters. Points of view or opinions do not, therefore, necessarily represent official U.S. Department of Labor position or policy.
DISCRIMINATION PROHIBITED:	Title VI of the Civil Rights Act of 1964 states: "No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance." Title IX of the Education Amendments of 1972 states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal assistance." The National Center for Research in Vocational Education, like every program or activity receiving financial assistance from the U.S. Department of Labor, must comply with these laws.

TABLE OF CONTENTS

FOREWORD vi

EXECUTIVE SUMMARY vii

INTRODUCTION 1

I. VOCATIONAL SUBJECTS

BUSINESS EDUCATION

Bilingual Business Education 4
Business Academy 5
Data Entry for the Hearing Impaired 6
Junior Achievement 7
Living Witness Program 8
Project Business 9
Project Invest 10
Simulated Business Office 11
Specialized Office Practice 12
Word Processing Laboratory. Teacher's Manual, Part I; Part II 13

DISTRIBUTIVE AND COOPERATIVE EDUCATION

Cooperative Diversified Occupations: A Related Theory Curriculum Resource Guide for Vocational Education, 1975 14
Forms to be Utilized in Implementing Work Experience Programs 15
Interstate Distributive Education Career Corsortium (IDECC) 17
Olney/NPFC (Naval Publications and Forms Center) Warehouse Training Program 18
Vocational Cooperative Education Training Agreement and Training Plan with Training Activities 19
What Every COE Student Must Know About Cooperative Office Education and Cooperative Employment, 1973 20
Work Experience-Job Relations, Teacher's Guide . . . 21
The World of Work Series 22

HEALTH OCCUPATIONS

An Instruction Guide for Teachers of the Health-Related Technology Course 23
Dental Assistant Program-2508.3 State Funded 24
Dental Laboratory Technician-2508.3 State Funded . . 25
Medical Laboratory Technician-2508.3 State Funded . 26
Nursing Assistant Program-2508.3 State Funded . . . 27

Practical Nursing-2508.3 State Funded 28
Respiratory Therapy Program-2508.3 State Funded 29

HOME ECONOMICS

Competency-Based Curriculum for Home Management 30
Consumer Education Units for Consumer and Homemaking Programs 31
Curriculum Guide for Food Service Instructional Programs in Pennsylvania 32
Curriculum Guide for Home Economics Education and Related Courses in the Junior and Middle Schools of Philadelphia, Grades 7-9. Final Report 33
Curriculum Guide for Home Economics Education and Related Careers in the Senior High Schools of Philadelphia, Grades 10-12. Final Report 34
Food and Nutrition for the Family 35
Home Economics Curriculum Secondary Educable Mentally Retarded, 1974 36
Home Economics Education, Family Living Modules, Intermediate Level. Final Report 37
Home Economics Middle School Modules 38
Home Economics Modules for Human Development and Management and the Consumer 39
Home Economics Resource Library of Audiovisual Aids, April 1, 1981 40
Home Economics Semester Modules 47
Intelligent Buying and Decision Making (Consumer Education Module) 48
Non-Traditional Jobs in Home Economics 49

II. CAREER DEVELOPMENT AND PLANNING

CAREER DEVELOPMENT AND PLANNING

Career Awareness in Language Arts, 1978 51
Career Exploration, 1978 53
Career Preparation in Mathematics, 1978 55
Junior High School Career Planning System, 1978 56
Planning Your Career Through Vocational Education: A Guide for Selecting Your Curriculum that Leads to Employment and/or Higher Education. Grades 9-12, 1980 58
Senior High School Career Planning System 59

III. SPECIAL EDUCATION

Individual Educational Program (IEP) 61
Puzzled About Educating Special-Need Students: A Handbook on Modifying Vocational Curricula for Handicapped Students 63

IV. INFORMATION, SPECIAL SERVICES, AND PROGRAMS

Model Career Resource Center 65
Representative from Bureau of Employment Security (BES) located in Senior High School 66
Safety Rules and Regulations 67
Summer Jobs, 1981 68
VEIN (Vocational Education Information Network) . . . 69
Vocational Education Guide to Instructional Planning with V-TECS (Vocational-Technical Education Consortium of States) Catalogs, 1978 . . . 71
Vocational Education Instructional Support Center (media center) 74
Vocational Education Instructional Support Center (Medical Center) 75
Vocational Education Instructional Support Center (Resource Center) 76

V. TRADE AND INDUSTRY

Guide and Visual Communications in Industrial Arts 78
Pennsylvania Industrial Arts Safety Guide 79
Personalized Individualized Vocational Training Consortium (PIVOT), 1976 80
Pre-Vocational Manufacturing 81
Pre-Vocational Power Technology, Teacher's Guide, 1975 82

FOREWORD

Career Education Materials for Employment and Training Programs: Catalog is one of sixteen products and services developed for the Department of Labor's Office of Youth Programs. These products and services are intended to comprise a "full service" technical assistance model that can be used by the employment and training community to better meet the training needs of staff and CETA-eligible youth and adults.

The contributions of the Fort Wayne (Indiana) Area Consortium, Philadelphia Office of Employment and Training, and Kentucky Balance of State Prime Sponsor are gratefully acknowledged. These sites participated in the planning and pilot testing of selected products and services. For this product, special thanks are extended to members of the Philadelphia School District for providing information about their resource materials.

Appreciation also is expressed to project staff. William Goldwair, Research Specialist, was the major author. Other staff members include Brian Fitch, Program Director; Sandra Pritz, Program Associate; Robert Bhaerman, Research Specialist; Bettina Lankard, Program Associate; and Gale Zahniser, Program Associate.

Robert E. Taylor
Executive Director
The National Center for Research
in Vocational Education

EXECUTIVE SUMMARY

This catalog provides a description of resource and curriculum materials used by the School District of Philadelphia in its instructional programs. The purpose of the catalog is to provide CETA prime sponsors with a comprehensive list of resources including some that the School District of Philadelphia has prepared to make available for the cost of reproduction.

The first section of this publication contains resources for the following vocational subjects: Business Education, Distributive and Cooperative Education, Health Occupations, Home Economics, and Trade and Industry Education. The second section contains resources relative to career development and planning of the School District of Philadelphia. The third section consists of special education resources. The fourth section consists of information, special services, and programs. All sections include the title, type of resource, developer, objectives, description, suggested use, and contact person.

-- INTRODUCTION

This catalog provides a description of resource and curriculum materials used by the School District of Philadelphia in its instructional programs. The purpose of the catalog is to provide CETA prime sponsors with a comprehensive list of resources including some that the School District of Philadelphia is prepared to make available for the cost of reproduction. The districts' intentions are as follows:

To make their resource and curriculum materials available to others

To avoid the creation of new resources, using instead the ones already developed

To reinforce the articulation among the School District of Philadelphia, prime sponsors, and other service providers

To foster interest and collaboration of users through the dissemination of resources

The first section of this publication contains resources for the following vocational subjects: Business Education, Distributive and Cooperative Education, Health Occupations, Home Economics, and Trade and Industry Education. In addition, under each heading are listings of available books, reports, papers, guides, and curricular information on special projects. The second section contains resources relative to career development and planning of the School District of Philadelphia. The third section consists of special education resources. The fourth section consists of information, special services, and programs. It includes descriptions of two informational systems, V-TECS (Vocational

Technical Education Consortium of States) and VEIN (Vocational Education Information Network). The systems utilize individualized instruction and provide access to a wide variety of information on occupations. All sections include the title, type of resource, developer, objectives, description, suggested use, and contact person.

The catalog gives only an overview of materials and resources. It is suggested that users contact the listed sources provided for more comprehensive information, samples of materials, or an opportunity to see programs in operation.

I. VOCATIONAL SUBJECTS

Title: Bilingual Business Education

Type of resource: Program

Developer: The School District of Philadelphia
Division of Career Education
Office of Vocational Education

Objective: To train Spanish-speaking students in skills of business office practices.

Description: Bilingual Business Education is a program at Edison and Kensington High Schools designed to train Spanish-speaking students in the skills of typewriting, filing, office machines, duplication, and related clerical skills. The program's uniqueness lies in the fact that it utilizes instructional materials written in both Spanish and English. In addition, a teacher aide versed in Spanish and English is assigned to this program to assist the regular classroom teacher and to work with students on a one-on-one basis.

Suggested use: Vocational education students and teacher aides.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Business Academy

Type of resource: Program

Developer: The School District of Philadelphia
Division of Career Education
Office of Vocational Education

Objective: To help students acquire the highest possible level of salable skills in business education.

Description: Business Academy-The Philadelphia Business Academy ("a school within a school") is a specialized three-year business education program for high school students that is currently offered in select high schools. The objective is to help students acquire the highest possible level of salable skills in a different classroom environment that heavily involves businesses and their personnel. The tenth grade program is designed to upgrade basic skills and provide greater insight into the workings of the business world. The eleventh and twelfth grade programs expand on this approach to academic instruction and office skills, along with visits to businesses and half-day work experiences provided by sponsoring firms.

Suggested use: Senior high school students.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Data Entry for the Hearing Impaired

Type of resource: Program

Developer: The School District of Philadelphia
Division of Career Education
Office of Vocational Education

Objective: To train students on the operation of keypunch and data entry equipment and to develop entry level skills.

Description: Data Entry for the Hearing Impaired is a program at William Penn High School designed to train students on the operation of keypunch and data entry equipment to develop entry-level skill for future employment. A key element to the success of this program is the use of specially trained teachers in sign language and lip reading.

Suggested use: Students with hearing impairments.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill1 Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Junior Achievement

Type of resource: Program

Developer: The School District of Phildelphia
Division of Career Education
Office of Vocational Education

Objective: To give students a chance to see how the free business enterprise works.

Description: Junior Achievement is a senior high program designed to give students a chance to see how our free enterprise system works. It merges business people and students for the purpose of showing the students how to organize a company, sell stock, choose and produce a product, sell, and make a profit. With the help of business advisors, students draw up a company charter, elect officers, and proceed to conduct business, usually at an off-school site. Both large and small companies participate by providing advisors.

Suggested use: Senior high school students.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Living Witness Program

Type of resource: Program

Developer: The School District of Philadelphia
Division of Career Education
Office of Vocational Education

Objective: To encourage students to finish high school and to make them aware of career opportunities for high school graduates.

Description: Living Witness is a senior high program designed to encourage students to finish high school and at the same time become aware of various career opportunities available to high school graduates. This is accomplished through the use of former graduates from high schools throughout the city, returning to their alma maters to give students firsthand information about their work experiences.

Suggested use: Potential high school graduates.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Project Business

Type of resource: Program

Developer: The School District of Philadelphia
Division of Career Education
Office of Vocational Education

Objective: To give eighth and ninth grade students some practical business experience and related information about business enterprise.

Description: Project Business is a Junior Achievement program whose main objective is to give 8th and/or 9th grade students some practical business experience and related information about the American business enterprise system. Consultants from local business and industry are provided to meet with teachers and students one classroom period a week to explore a series of topics that establish an understanding of the local business community. When possible, field trips are conducted to various business locations to show students the diversification of business and industry and the many career opportunities available.

Suggested use: Eighth and/or ninth grade students.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Project Invest

Type of resource: Project

Developer: School District of Philadelphia
Division of Career Education
Office of Vocational Education

Objective: To prepare students for other careers.

Description: Project Invest is a simulated automobile insurance agency/company that prepares students for office careers by developing such clerical skills as typewriting, business communications, use of business and office machines, switchboard operations, and records management and control. The insurance laboratory also provides training in specific skills in sales, rating, processing, and servicing of automobile insurance. It also allows students to develop those personal qualities that are necessary for success as a potential employee.

Suggested use: Senior high school students.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title:	Simulated Business Office
Type of resource:	Program
Developer:	The School District of Philadelphia Division of Career Education Office of Vocational Education
Objective:	To provide practical learning experience that qualifies twelfth grade students for entry-level positions in the business world.
Description:	The Simulated Business Office program is primarily designed to meet the needs of twelfth grade students classified as academically or socioeconomically disadvantaged and to provide them with an additional practical learning experience that would qualify them for entry-level positions in the business world. Instruction is provided through a work flow approach simulating the business office environment. Individualized instructional materials and modern office equipment are used. Along with a simulated office environment, students are provided with the opportunity to make decisions, plan, organize, work with others, and to demonstrate their performance skills on a variety of office equipment.
Suggested use:	Twelfth grade students classified as academically or socioeconomically disadvantaged.
Contact:	Dr. Marion B. W. Holmes Director of Vocational Education 734 Schuylkill Avenue Philadelphia, PA 19146 (215) 875-3805

Title:	Specialized Office Practice
Type of resource:	Program
Developer:	The School District of Philadelphia Division of Career Education Office of Vocational Education
Objective:	To train students in the use of automated office systems pertaining to office practice and clerical practice programs.
Description:	The Specialized Office Practice program provides training to eleventh and twelfth grade students, classified as academically or socioeconomically disadvantaged. Specialized office equipment that reflects current technology in automated office systems is utilized. These students, who are enrolled in office and clerical practice programs, are given this additional opportunity to develop and enhance those skills and knowledges required for entry-level positions in the business world. Instruction is individualized and competency based. (With the aid of an assistant teacher.)
Suggested Use:	Eleventh and twelfth grade students, classified as academically or socioeconomically disadvantaged.
Contact:	Dr. Marion B. W. Holmes Director of Vocational Education 734 Schuylkill Avenue Philadelphia, PA 19146 (215) 875-3805

Title: Word Processing Laboratory. Teacher's Manual, Part I (Tapes 1-50); Part II (Tapes 51-100)

Type of resource: Manual

Developer: School District of Philadelphia
Division of Vocational Education
Business, 1974

Objectives: To improve communication skills by remedial work in spelling, punctuation, and grammar, in conjunction with strengthening of basic typing, transcribing, editing, and proofreading skills.

To motivate the students toward self-improvement in all areas that lead to efficient transcription skills.

Description: Word processing is a modern concept rooted in basic machine transcription procedures and skills. Many organizations now have large transcription centers that are commonly referred to as word processing laboratories. The word processing program was developed to respond to the current employment needs of such businesses. An intensive program of individualized instruction in word processing enables each student to work at a self-determined rate.

Suggested use: Students in business education.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Cooperative Diversified Occupations: A Related Theory Curriculum Resource Guide for Vocational Education, 1975.

Type of resource: Guide

Developer: Vocational Education Information Network (VEIN)
Millerville State College
Millerville, PA for the
Bureau of Vocational Education

Objective: To encourage high school-level cooperative education instructors to use available printed materials as informational input for the development of a meaningful diversified occupations program with related theory.

Description: Cooperative Diversified Occupations is organized into nine topics (Orientation, Career Development, Acquiring a Job, Elements of Job Success, Government and You, You as a Consumer, Free Enterprise System, Individual Development, Use of Leisure Time), each with a stated objective and identified competencies that are needed to achieve the objective. Learning activities, resources, and methods of evaluation are provided for each competency. The guide also contains a resource index column. It enables student trainees to prepare for a selected career that is integrated with related theory, activity, and basic occupational knowledge.

Suggested use: Teachers implementing a work exposure program.

Contact: Dr. Frank E. Rozman
Curriculum Services Coordinator
VEIN
Millerville State College
Millerville, PA 17551
(717) 872-3477

Title: Forms to be Utilized in Implementing Work Experience Programs

Type of resource: Forms

Developer: Cooperative and Work Experience Education
Vocational Education Instructional Programs
Division of Career Education
School District of Philadelphia

Objective: To provide an opportunity to review copies of various forms used in work experience programs.

Description: The following forms are contained in this resource.

Form Number	Form Name
H 132	Data Card, School-Work Programs
H 133	Application for School-Work Placement
H 134	Employer Request for Workers, School-Work Programs
H 135	Report of Students on School-Work Programs
H 136	Period Summary and Changes, School-Work Programs
H 145	A Handy Reference for Job Interviews
EH 130	School-Work Program, Information
EH 131	Time and Earnings Report, School-Work Programs
EH 132	Employment Report, School-Work Programs
EH 133	Student's Record of Time and Earnings
EH 134	Card of Introduction
CEH 158	Directions for Securing an Employment Certificate
SEH 195	Employee Expense Reimbursement
51	Instructions for Making Your Personal Inventory
52	Personal Inventory
SW 15	Provisions of Work Experience Plan
SW 17	Student Employment Record
	Reports of Visits to Employers
	Coordinator Record of Employer Visits to Follow-Up Student Employment

Suggested use: Vocational administrators and teachers.

Contact:

Dr. Marion B. W. Holmes
Director of Vocational Education
Division of Career Education
John F. Kennedy Center
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Interstate Distributive Education Curriculum Consortium (IDECC) Classroom Management System

Type of resource: Individualized learning-activity packages (LAPS)

Developer: IDECC consortium of states

Objective: To prepare students in any of seventy-six occupations that span seven marketing institutions of Department Store, Food Store, Hotel/Motel, Restaurant, Service Station, and Wholesaling.

Description: IDECC is a body of knowledge and attitudes in the form of 500 learning activity packages (LAPS). The learning activity package is a self-contained package of learning activities and outside references, for a large group, small group, or independent learning. The LAPs are tailored for secondary, postsecondary, or adult individualized curriculums. The LAPs have been divided into ten traditional distributive education discipline areas: advertising, communications, display, human relations, management, applied mathematics, merchandising, product and service technology, operations, and selling. The LAPs contain materials to help students prepare for any of seventy-six occupations. Each LAP contains from one to fourteen competencies, averaging two per LAP. LAPs are vehicles that cut across several teaching methods and learning modes. Occupational codes for sixty-nine distributive occupations are included as part of IDECC and are listed on the following page.

Suggested use: Marketing and distributive education students.

Contact: Dr. James Gleason
Interstate Distributive Education Curriculum Consortium
The Ohio State University
1564 West First Avenue
Columbus, Ohio 43210
(614) 486-6345

Title: Olney/NPFC (Naval Publications and Forms Center) Warehouse Training Program

Type of resource: Training program

Developer: School District of Philadelphia
Division of Career Education
Office of Vocational Education

Objective: To provide students from Olney High School with instruction in warehousing and employment at the NPFC.

Description: This is a joint effort of the School District of Philadelphia and the Naval Publications and Forms Center. This program teaches students about the operation and management of warehouses and provides senior students with a meaningful paid work experience.

Suggested use: Administrators working to place students on federal installations.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Vocational Cooperative Education Training Agreement and Training Plan with Training Activities

Type of resource: Contract between employers and students

Developer: Vocational Education Information Network (VEIN)
Millerville State College
Millerville, PA

Objectives: To create a signed statement acknowledging responsibility of each cooperating partner in the work program.

To describe the conditions under which the student will perform those duties and tasks in acquiring job competencies related to skill improvement and career development.

Description: This publication reflects a serious effort to facilitate implementation of exemplary business and educational practices. The content in this agreement suggests how coordinators and instructors cooperated to organize meaningful learning experiences with their students. This agreement and plan is presented as a uniform and systematic approach for strengthening on-the-job training programs in Pennsylvania.

Suggested use: Teachers implementing work experience programs.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: What Every COE Student Must Know About Cooperative Office Education and Cooperative Employment, 1973.

Type of resource: Student guide

Developer: Mary G. Cordova
Assistant Director
Cooperative Office Education
School District of Philadelphia

Objective: To give students a preview of their senior year as COE students and to clarify questions they have about when and where to start work, what job preparation is necessary, and how to achieve a good work record.

Description: The handbook contains materials on the following subtitles: Introduction for the Students, A Review of the COE Plan, The Right Job for You, Applying for Your COE Job, Before You Report to Work, Obtaining Work Papers, The Work Phase of Cooperative Office Education, How to Succeed on Your COE Job, The Employer Rating, Some Additional Suggestions for Achieving Success, and Your Responsibilities as a COE Student.

Suggested use: Students participating in work experience programs.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Work Experience-Job Relations, Teacher's Guide

Type of resource: Teacher guide

Developer: The School District of Philadelphia
Division of Vocational Education for Business and Distributive Education and School-Work Programs, 1971

Objective: To suggest content and techniques that meet the needs of students for work experience and job relations classes.

Description: The work experience program is organized for students from any curriculum from grades ninth through twelve who, for reasons of finance, training, or adjustment, are interested in part-time employment in conjunction with school. Job information and acceptable attitudes for employment are particularly emphasized in training students to meet current employment standards and to prepare them for a changing labor market.

Suggested use: Teachers that implement a distributive education program.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title:	The World of Work Series
Type of resource:	Textbook
Developer:	Grady Kimball and Ben S. Vineyard
Objective:	To introduce students to information and activities peculiar to the world of work.
Description:	The textbook materials in the World of Work Series deal with topics such as succeeding in the world of work, entering the world of work, and communications skills for succeeding in the world of work. The materials also contain a corresponding audiovisual program.
Suggested use:	Students participating in work experience programs.
Contact:	McKnight Publishing Company P.O. Box 2854 Bloomington, IL 61701 (309) 663-1341

Title: An Instruction Guide for Teachers of the Health-Related Technology Course

Type of resource: Instruction guide

Developer: The Pennsylvania State University, Department of Vocational Education, in conjunction with the Pennsylvania Department of Education Bureau of Education

Objectives: To prepare students to enter a postsecondary health occupations education program

To help students seek employment in health occupations while pursuing postsecondary education in the field

To help students make a definitive career choice.

Description: This publication provides information for local vocational education administrators in establishing a course and serves as a guide to those who will be teaching and/or coordinating a course.

Suggested use: Vocational education administrators and teachers.

Contact: Mrs. Helen Swaincott
State Health Education Supervisor
Pennsylvania Department of Education
Harrisburg, Pennsylvania 17126
(717) 783-6960

Title: Dental Assistant Program-2508.3, State Funded

Type of resource: Program

Developer: School District of Philadelphia
Pennsylvania Department of Education
and professionals in the field

Objective: To introduce students to the entire field of dentistry and to the role of the dental assistant on the dental health team.

Description: The Dental Assisting Program is a one-year course. The specific aim of this program is to introduce the student to the entire field of dentistry and to the role of the dental assistant on the dental health team. The completion of this program should enable the alert assistant to work competently with the dentist and the hygenist with all clinical treatment, laboratory duties, and administration activities.

Suggested use: High school graduates that are students of Pennsylvania with two years of science (including biology).

Contact: Anthony J. Becker, Jr.
James Martin School
Richmond and Ontario Streets
Philadelphia, PA 19134
(215) 739-5788
(215) 739-1891

Title: Dental Laboratory Technician-2508.3, State Funded

Type of resource: Program

Developer: Pennsylvania State Department of Education, members of certification board and professionals

Objective: To teach students general laboratory procedures, techniques, and theory related to the construction of complete dentures, partial dentures, both removal and fixed, inlays, and ceramics.

Description: A dental laboratory technician makes many types of removable appliances and precise fitting restorations for the placement of natural teeth lost by disease or accident. This program prepares graduates for employment as a laboratory assistant in a private dental health office, commercial dental laboratory, hospital clinic, or public health center. The Dental Laboratory Technician program is a one-year course.

Suggested use: Recent high school graduates who are residents of Pennsylvania with proof of manual dexterity and satisfactory preentrance evaluations.

Contact: Anthony J. Becker, Jr.
James Martin School
Richmond and Ontario Streets
Philadelphia, PA 19134
(215) 739-5788
(215) 739-1891

Title: Medical Laboratory Technician-2508.3, State Funded

Type of resource: Program

Developer: Pennsylvania State Department of Education, members of certification board and professionals

Objective: To teach students how to perform routine laboratory procedures in bacteriology blood banking, chemistry, hemotology, serology, and urinalysis while working under the supervision of a physician.

Description: Medical Laboratory Technician is a two-year program. The medical lab technician works under the direct supervision of the medical technologist and a pathologist or other qualified physician, performing routine laboratory procedures in bacteriology, blood banking, chemistry, hematology, serology, and urinalysis.

Suggested use: High school graduates with academic background in science and math. Graduates must be residents of Pennsylvania.

Contact: Anthony J. Becker, Jr.
James Martin School
Richmond and Ontario Streets
Philadelphia, PA 19134
(215) 739-5788
(215) 739-1891

Title: Nursing Assistant Program-2508.3, State Funded

Type of resource: Program

Developer: Pennsylvania State Department of Education
member of certification board and professionals

Objective: To teach students how to help professional nurses with the care of patients.

Description: The Nursing Assistant Course is a twelve-week program consisting of six weeks of hospital and six weeks of classroom study. The nursing assistant works with the professional nurses in various hospitals, nursing homes, and special care facilities and assists the nurses with the care of patients by performing routine nursing duties. Classroom theory and practice includes lectures and demonstrations.

Suggested use: Male or female residents of Pennsylvania that are at least seventeen and a half years of age or over.

Contact: Anthony J. Becker, Jr.
James Martin School
Richmond and Ontario Streets
Philadelphia, PA 19134
(215) 739-5788
(215) 739-1891

Title: Practical Nursing-2508.3, State Funded

Type of resource: Program

Developer: Pennsylvania State Department of Education members of certification board and professionals

Objective: To prepare graduates for licensure as practical nurses.

Description: The Practical Nursing Program is a one-year program (sixteen weeks at Martin School and approximately thirty-two weeks at a hospital). The program prepares its graduates for licensure as practical nurses. Licensed practical nurses (LPNs) function in hospitals, nursing homes, and special care facilities along with the professional medical staff in these institutions. In-depth classroom theory and practice is followed by a hospital assignment where each student will receive very broad experience. This course is available through the cooperative efforts of the Philadelphia School Department of Education. This program is approved for veterans.

Suggested use: High school graudates who have passed physical exams and are residents of Pennsylvania. Graduates must be at least seventeen years of age.

Contact: Anthony J. Becker, Jr.
James Martin School
Richmond and Ontario Streets
Philadelphia, PA 19134
(215) 739-5788
(215) 739-1891

Title: Respiratory Therapy Program-2508.3, State Funded

Type of resource: Program

Developer: Pennsylvania State Department of Education
members of certification board and professionals

Objectives: To teach students the theory and practice of respiration therapy.

Description: A one-year course available through the cooperation of the Pennsylvania Department of Public Instruction, the School District of Philadelphia, and the Pennsylvania Bureau of Employment Security under the provisions of Secion 2508.3 of the Public School Code. A local hospital cooperates by providing respiratory therapy experience to participate throughout the program. This program is approved by the JOINT Committee for Respiratory Therapy Education of the American Medical Association Council on Medical Education and is also approved for veterans. Graduates of this program will be eligible to take the examination required by the National Board for Respiratory Therapy Technicians for certification.

Suggested use: High school graduates who have passed physical exams and are residents of Pennsylvania. Graduates must be at least seventeen years or over.

Contact: Anthony J. Becker, Jr.
James Martin School
Richmond & Ontario Streets
Philadelphia, PA 19134
(215) 739-5788
(215) 739-1891

Title: Competency-Based Curriculum for Home Management

Type of resource: Curriculum (teacher's guide)

Developer: The Department of Home Economics
Marshall University
Huntington, West Virginia

Objectives: To provide a means for allowing students to progress at their own rate and for assessing learning in relation to competencies and specific objectives that are made known in advance.

To help students acquire home management competencies.

Description: The largest part of the curriculum is a supplement designed for flexible use. It contains five major sections, namely, (1) teacher section, (2) introduction, (3) student competency list, (4) supplements, and (5) evaluation sheets.

Suggested use: Teachers.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Consumer Education Units for Consumer and Homemaking Programs

Type of resource: Teacher's guide.

Developer: Division of Vocational Education
The School District of Philadelphia

Objective: To provide the classroom teacher with information and techniques needed for effective consumer education.

Description: This resource contains generalizations, behavioral objectives, concepts, learning experiences, and a bibliography. Many of the recommended visual aids are available from the audiovisual aids office of the School District of Philadelphia.

Suggested use: Teachers implementing a home economics program.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Curriculum Guide for Food Service Instructional Programs in Pennsylvania

Type of resource: Teacher's guide

Developer: Pennsylvania Department of Education and Home Economics Education

Objective: To provide a guide for teaching commercial food service at the high school level.

Description: This guide presents concepts to be taught by the teacher in the manner most suitable for the local situation. The guide emphasizes ways that concepts might be taught rather than including all the information the teacher will need to carry out the suggested activities. The guide materials should be equally useful to teachers of prevocational education programs, vocational education for the handicapped, home economics, cooperative education, and adult vocational education programs.

Suggested use: Teachers.

Contact: Pennsylvania Department of Education
Division of Home Economics
Box 911
Harrisburg, PA 17621
(717) 783-6960

Title: Curriculum Guide for Home Economics Education and Related Courses in the Junior and Middle Schools of Philadelphia, Grades 7-9. Final Report.

Type of resource: Teacher's guide

Developer: Home Economics Department, Vocational Education Instructional Programs, Division of Career Education

Objective: To provide students with an opportunity to acquire competencies in home economics and to acquire salable skills.

Description: The home economics curriculum guide is designed to help meet the needs of students and teachers. The guide has a competency-based format and the skill sequence it incorporates is designed to allow successful mastery at some level for each student engaged in every task. Teacher-prepared supplementary materials and a bibliography are found for each area: Human Development, Food and Nutrition, Consumer Home Management, Clothing and Textiles, Housing, and Home Furnishing. The learning structure of this curriculum specifies the sequence of activities with each new competence will build on a foundation established by the previously learned competence.

Suggested use: Teachers of consumer and home economics in grades seven through nine.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title:	Curriculum Guide for Home Economics Education and Related Careers in the Senior High Schools of Philadelphia, Grades 10-12. Final Report.
Type of resource:	Curriculum guide
Developer:	Home Economics Department, Vocational Education Instructional Programs, Division of Career Education, School District of Philadelphia
Objective:	To provide students with an opportunity to acquire competencies in home economics and to leave school with salable skills.
Description:	The curriculum guide will serve as a practical and flexible guide for servicing all students at normal, accelerated or enriched, or slower pacing. In using these guidelines, it is the teacher's duty to determine the strengths and weaknesses of any segment of the curriculum. This guide has a competency-based format. Teacher-prepared supplementary materials are included for each of the following areas: Human Development, Food and Nutrition, Consumer and Home Management, Clothing and Textiles, Housing, and Home Furnishing.
Suggested use:	Teachers of consumer and home economics in grades ten through twelve.
Contact:	Dr. Marion B. W. Holmes Director of Vocational Education 734 Schuylkill Avenue Philadlphia, PA 19146 (215) 875-3805

Title: Food and Nutrition for the Family

Type of resource: Recipe book

Developer: The School District of Philadelphia

Objective: To give students a clear understanding and appreciation of good nutrition, meal planning and management, good cooking, and pleasant mealtime relationships.

Description: This book gives a practical as well as a cultural and aesthetic approach to the study of food. It contains a variety of tested recipes that are suitable for the inexperienced person yet challenging enough for the more experienced person, together with basic information in all areas related to food.

Suggested use: Students in home economics.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215)875-3805

Title: Home Economics Curriculum Secondary Educable Mentally Retarded, 1974

Type of resource: Curriculum guide

Developer: Allegheny Intermediate Unit, Exceptional Children Program

Objective: To enable Educable Mentally Retarded students to become socially adaptable and competent to the extent that society no longer notices their handicaps.

Description: This curriculum was developed for the educable and trainable mentally retarded. Students with a chronological age of thirteen to twenty-one years can be included in the program. The curriculum uses the 1970 Pennsylvania resources for home economics that were adapted for practical teaching.

Suggested use: Teachers of the Educable Mentally Retarded students.

Contact: Allegheny Intermediate Unit
Exceptional Children Program
Suite 1300
Two Allegheny Center
Pittsburgh, PA 15212
(412) 323-5700

Title: Home Economics Education, Family Living Modules, Intermediate Level Final Report

Type of resource: Individualized modules

Developer: Bethlehem Area School District, Bethlehem, Pennsylvania

Objective: To assist students in coping with the pressures of today's family and society by helping them to develop their attitudes.

Description: In this program, the secondary home economics school curriculum was restructured to develop sequential learnings that expose students to the roles and responsibilities of the individual as a family member. Teachers should select materials usable for their situations. These materials were developed for students from varied backgrounds, comprising a diversity of socioeconomic, cultural, and ethnic groups.

Suggested use: Students.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title:	Home Economics Middle School Modules
Type of resource:	Instructional modules
Developers:	Susan Keller Arnold and Patricia Marie Lowry
Objective:	To make experiences in all areas of home economics available to students in grades five and six.
Description:	These modules were designed to expand home economics to include the fifth and sixth grades of middle school. Home economics subject matter areas include: Human Development and Family, Management and the Consumer, Clothing and Textiles, Foods and Nutrition, Housing and Home Furnishings, and Careers.
Suggested use:	Students in the fifth and sixth grades.
Contact:	Delaware Valley School District 105 West Catherine Street Milford, PA 18337 (717) 296-6431

Title:	Home Economics Modules for Human Development and Management and the Consumer
Type of resource:	Instructional modules
Developer:	Bethlehem Area School District
Objective:	To improve the knowledge, skills, and attitudes of students who have not had appropriate opportunities and experiences.
Description:	The home economics modules for the seventh to tenth grades are used as a take-off point for in-depth semester courses in the eleventh and twelfth grades. Four of the semester courses included in the publication are Family Studies, Singles Living, Child Development, and Nursery School.
Suggested use:	Students
Contact:	Dr. Marion B. W. Holmes Director of Vocational Education 734 Schuylkill Avenue Philadelphia, PA 19146 (215) 875-3805

Title: Home Economics Resource Library of Audiovisual Aids, April 1, 1981

Type of resource: List of audiovisual aids

Developer: Home Economics Department, Division of Career Education, The School District of Philadelphia

Objective: To present a list of audiovisual aids that can be used as supplements in home economics.

Description: The list contains commercially produced materials in the form of audiovisual aids, study sheets, and teacher guides. The list appears below.

AUDIOVISUAL AIDS--Food and Nutrition

101-VF Butterick Publishing Company. American Ethnic Foods - Chinese Food. (2 Cs, 2 Fs, 1 Teacher's Guide)

102-VF Butterick Publishing Company. American Ethnic Foods - German Food. (1 Cs, 1 Fs, 1 Teacher's Guide)

103-VF Butterick Publishing Company. American Ethnic Foods - Italian Food. (2 Cs, 2 Fs, 1 Teacher's Guide)

104-VF Butterick Publishing Company. American Ethnic Foods - Mexican Food. (2 Cs, 2 Fs, 1 Teacher's Guide)

105-VF Butterick Publishing Company. American Ethnic Foods - Native North American Food. (2 Cs, 2 Fs, 1 Teacher's Guide)

108-VF Butterick Publishing Company. Meal Planning Series - Program 1 - Principles of Meal Planning. (2 Fs 2 Cs, 1 Teacher's Guide, 1 pkg. Transparencies and Study Sheets)

109-VF Butterick Publishing Company. Meal Planning Series - Program 2 - Meal Management. (2 Fs, 2 Cs, 1 pkg. Transparencies and Study Sheets)

110-VF Butterick Publishing Company. Meal Planning Series - Program 3 - Meal Planning in Action. (2 Fs, 2 Cs, 1 pkg. Transparencies and Study Sheet, 1 Teacher's Guide)

111-VF Butterick Publishing Company. Meal Planning Series - Program 4 - Meal Planning For The Future. (2 Fs, 2 Cs, 1 pkg. Transparencies and Study Sheets, 1 Teacher's Guide)

AUDIOVIDUAL AIDS--Food and Nutrition

113-VF Coronet Intructional Media. Measuring Things Series. (6 Fs, 1 Teacher's Guide)

114-VF Dupont Educational Services. Cookware - Past & Present.

117-VF North American Blueberry Council. The Wonderful World of Blueberries. (2 Fs, 2 Cs, 1 Teacher's Guide)

VISUAL AIDS--Food Services

105-VFS Pathescope Educational Media, Inc. Preparing and Serving Food. (1 Fs, 1 Cs, 10 Spirit Masters, 1 Teacher's Manual)

VISUAL AIDS--Clothing & Textiles

101-VCT Butterick Publishing Company. Clothing: The Invisible Self. (4 Cs, 4 Fs, Spirit Masters, Teacher's Manual)

103-VCT Encore Filmstrips. Beginning Stitchery. (4 Fs, 4 Cs, 1 Manual)

104-VCT Encore Filmstrips. Advanced Stitchery - Volume 3, (4 Cs, 4 Fs, 1 Manual)

105-VCT Encore Filmstrips. Applique - Volume 3. (2 Cs, 2 Fs, 1 Manual)

111-VCT Singer Company. First Aid For Sewing Machines - Part I "How To Stay Out Of Trouble" - Part II "How To Get Out Of Trouble."

AUDIOVISUAL AIDS--Consumer Education

101-VCE Bergwall Productions Inc. How To Buy A Used Car - How To Buy A Used Motorcycle. (2 Fs, 2 Cs, 1 Study Guide)

102-VCE Butterick Publishing Company. Careers in Consumer Affairs. (4 Fs, 4 Cs, 1 Teacher's Guide)

103-VCE Butterick Publishing Company. Consumer Education Series - The Consumer Process - Program 1. (3 Fs, 3 Cs, 1 Teacher's Guide, 1 Student Activity Booklet)

104-VCE Butterick Publishing Company. Consumer Education Series - The Planning Process - Program 2. (3 Cs, 3 Fs, 1 Teacher's Guide, 1 Student Activity Booklet)

AUDIOVISUAL AIDS--Consumer Education (Continued)

105-VCE Butterick Publishing Company. Consumer Education Series - The Buying Process - Program 3. (3 Fs, 1 Teacher's Guide, 1 Student Activity Booklet)

106-VCE Butterick Publishing Company. Consumer Education Series - The Level Process - Program 4. (3 Fs, 3 Cs, 1 Teacher's Guide, 1 Student Activity Booklet)

107-VCE Butterick Publishing Company. Personal Finance: You and Your Money. (6 Cs, 6 Fs, 1 Teacher's Guide)

110-VCE Changing Times. Buy A House Or Rent? A Look At The Options. (28 Four-page Leaflets)

111-VCE Changing Times. Facts To Know About Condominiums. (28 Four-page Leaflets)

112-VCE Changing Times. Here's How To Spend Less For Food. (28 Four-page Leaflets)

113-VCE Changing Times. Here's What's Happening To Your Living Costs. (28 Four-page Leaflets)

114-VCE Changing Times. How To Buy A House In Five Easy Steps. (38 Six-page Leaflets)

115-VCE Changing Times. How To Cope With This Inflation. (38 Six-page Leaflets)

116-VCE Changing Times. If You Have To Make A Long Distance Move. (38 Four-page Leaflets)

117-VCE Changing Times. Landlords Versus Tenants: Rules Of The Game Are Changing. (38 Four-page Leaflets)

118-VCE Changing Times. New Rules That Protect Your Credit Rating. (38 Four-page Leaflets)

119-VCE Changing Times. Nine Commandments For Smart Shoppers. (38 Four-page Leaflets)

120-VCE Changing Times. The Art of Buying A Car. (38 Four-page Leaflets)

121-VCE Changing Times. The Hard Facts About Easy Credit. (38 Four-page Leaflets)

122-VCE Changing Times. Practical Ways To Run A House For Less. (38 Four-page Leaflets)

123-VCE Changing Times. Should A Single Person Buy A House? (38 Four-page Leaflets)

AUDIOVISUAL AIDS--Consumer Education (continued)

126-VCE Changing Times. Let's Go Shopping. (2 Fs, 2 Records, 1 Teacher's Guide)

128-VCE Changing Times. Typical Gyps & Frauds. (2 Fs, 2 Cs, 1 Teacher's Guide)

134-VCE Eye Gate. Let The Buyer Beware. (5 Fs, 5 Cs)

136-VCE Grolier Educational Corporation. Consumer Education. (10 Cs, 2 Fs, 1 Teacher's Guide, 26 Booklets)

140-VCE Mimeographed Materials. Consumer Economics - A Dozen Ways To Be An Expert Buyer. (2 Mimeographed Packets)

141-VCE Penney, J.C. Decision Making For Consumer. (1 Fs, 1 Filmstrip Commentary, 1 Teacher's Manual, Display Cards)

143-VCE Proctor & Gamble Educational Services. Consumer Advertising - Teaching Kit. (1 Fs, 1 Cs, 1 Booklet)

144-VCE Proctor & Gamble Educational Services. Consumer Choice. (1 Cs, 1 Booklet)

145-VCE Proctor & Gamble Educational Services. Consumer Choice - Teaching Kit. (1 Fs, 1 Cs, 1 Booklet)

147-VCE Proctor & Gamble Educational Services. Shopping With Skill. (1 Record, 1 Fs, 1 Narration for the Filmstrip)

148-VCE RMI Media Productions. Money Management. (1 Fs, 1 Cs)

AUDIOVISUAL AIDS--Child Development

101-VCD American Association For Health. Your Child's Health & Fitness. (1 Fs, 1 Record)

102-VCD Butterick Publishing Company. Careers In Child Care and Youth Guidance. (4 Fs, 4 Cs, 1 Teacher's Guide)

104-VCD Butterick Publishing Company. Child Care - Program 2 - Infant Care. (4 Fs, 4 Cs, 1 Teacher's Guide)

105-VCD Butterick Publishing Company. Child Care - Program 3 - Caring For Children. (4 Fs, 4 Cs, 1 Teacher's Guide)

105-X VCD Butterick Publishing Company. Child Care - Program 4 - Caring for Preschoolers. (4 Cs, 4 Fs, Spirit Masters)

106-VCD Butterick Publishing Company. Child Development - Program 1 - The Prenatal Period and Infancy. (4 Cs, 4 Fs, Spirit Masters)

AUDIOVISUAL AIDS--Child Development (continued)

107-VCD Butterick Publishing Company. Child Development - Program 2 - The Toddler. (4 Cs, 4 Fs, 1 Teacher's Manual, Spirit Masters)

107-X VCD Butterick Publishing Company. Child Development - Program 3 - The Preschooler. (4 Cs, 4 Fs, 1 Teacher's Manual, Spirit Masters)

108-VCD Butterick Publishing Company. Child Development - Program 4 - The School Age Child. (4 Cs, 4 Fs, 1 Teacher's Guide, Posters, Spirit Masters)

109-VCD Butterick Publishing Company. Parenting. (4 Cs, 4 Fs, 1 Teacher's Guide, Spirit Masters)

110-VCD Guidance Associates. Planning For Your Baby. (4 Cs, 4 Fs)

112-VCD McGraw-Hill. Art And The Growing Child. (1 Fs, 1 Record)

113-VCD McGraw-Hill. Child Care And Development - Set 1 - Food - Clothing - Play. (4 Fs, 4 Cs)

114-VCD McGraw-Hill. Child Development - Infant Care and Development - Growth To The First Year - Set 2. (4 Fs, 4 Cs)

115-VCD McGraw-Hill. Infant Care And Development - Infants And Learning. (3 Records, 3 Fs)

117-VCD McGraw-Hill. Infant Care And Development - Set 2 - Growth In The First Year. (4 Fs, 4 Records)

118-VCD Parents' Magazine Films, Inc. From Infant To Toddler - The First 18 Months. (4 Booklets, 5 Fs, 3 Cs)

120-VCD Parents' Magazine Films, Inc. Food And Nutrition. (5 Fs, 3 Cs, 5 Script Booklets)

123-VCD Parents' Magazine Films, Inc. Understanding Early Childhood - Ages 1 Through 6 - The Development Of Feelings In Children. (1 Record, 1 Cs, 5 Fs, 5 Booklets)

125-VCD Parents' Magazine Films, Inc. Understanding Early Childhood - Ages 1 Through 6 - The Child's Relationship With The Family. (5 Fs, 1 Cs, 5 Booklets)

126-VCD Parents' Magazine Films, Inc. Preparing The Child For Learning. (5 Fs, 1 Cs, 5 Booklets)

130-VCD Penney, J.C. Me Myself & I: How Preschoolers See Themselves. (Picture Cards, Records, Flannel Board Objects, Puppets, Checklist)

AUDIOVISUAL AIDS--Child Development (continued)

131-VCD National Education Association. Your Child And Discipline. (1 Fs, 1 Record)

132-VCD Proctor & Gamble Company. Care For Two - Baby And You. (1 Fs, 1 Record)

133-VCD National Education Association. Your Child's Mental Health. (Fs, 1 Record)

135-VCD Visual Education Corp. Child Development And Family Relations. (3 Fs, 3 Cs, 1 Teacher's Guide, 1 Career Activity Booklet)

136-VCD 16 MM Films - 25 Min. Something For Baby - Playthings (1 Can Film)

VISUAL AIDS--Housing And Interior Design

103-VHI Butterick Publishing Company. Interior Design Series - Program 1: A Living Environment. (2Fs, 2 Cs, Transparencies, 1 Teacher's Guide)

104-VHI Butterick Publishing Company. Interior Design Series - Program 2: Working With Space. (2 Fs, 2 Cs, Transparencies, 1 Teacher's Guide)

105-VHI Butterick Publishing Company. Interior Design Series - Program 5: Working With Background. (2 Cs, 2 Fs, Transparencies, 1 Teacher's Guide)

106-VHI Butterick Publishing Company. Interior Design Series - Program 4: Creating Personal Space. (2 Cs, 2 Fs, Transparencies, 1 Teacher's Guide)

111-VHI Penney, J.C. The Home: An Environment For Human Growth. (1 Cs, 5 Folders)

VISUAL AIDS--Metrics

101-VM Atkinson-Addison Film Arts Limited. It's A Metric World. (5 Fs, 6 Cs, Manuals)

102-VM Areo Learning Lab. Mini Metric - Practice Form And Practice Slate (1 Bos)

VISUAL AIDS--The World of Work

102-VWW Butterick Publishing Company. Careers In Office Services. (4 Cs, 4 Fs, 1 Manual)

VISUAL AIDS--The World of Work (continued)

104-VWW Guidance Associates. A Job That Goes Someplace. (2 Records, 2 Fs, 1 Manual)

105-VWW Guidance Associates. Four Who Quit. (2 Records, 1 Manual)

108-VWW Guidance Associates. Jobs For You: It's Happening In Home Economics. (1 Fs, 1 Cs)

110-VWW Guidance Associates. On The Job: Four Trainees. (4 Fs, 2 Records, 1 Manual)

111-VWW Guidance Associates. Preparing For The World Of Work. (2 Cs, 2 Records, 1 Manual)

112-VWW Guidance Associates. Trouble At Work. (4 Fs, 2 Records, 1 Manual)

113-VWW Guidance Associates. Why Work At All? Job Attitudes. (1 Fs, 1 Cs, 1 Manual)

114-VWW Guidance Associates. Why Work At All? Job Attitudes.

116 VWW Learning Arts. Career Education - EMR. (5 Fs, 3 Cs, Teacher's Manual)

117-VWW Learning Arts. Finding A Job. (5 Fs, 3 Cs, Teacher's Manual)

118-VWW Learning Arts. Job Application Forms - EMR. (5 Fs, 3 Cs, 1 Manual, 1 Workbook.)

121-VWW Western Publishing Company. Life Career. (Workbooks, 1 Teacher's Manual, Games, Printed Materials)

Suggested use: Teachers.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3809

Title: Home Economics Semester Modules

Type of resource: Instructional modules

Developer: Lehighton Area High School District

Objective: To share with home economics instructors the semester courses that are to be used as a means of reaching students.

Description: This is a guide that will help home economics teachers who plan to use semester course offerings to meet the needs of the school, class, and individual student. Semester courses offer more flexibility for individualization of programs. These semester courses can also be clustered to meet vocational home economics requirements.

Suggested use: Teachers.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title:	Intelligent Buying and Decision Making (Consumer Education Module)
Type of resource:	Curriculum guide
Developer:	The School District of Philadelphia, 1971
Objective:	To help students learn to cope effectively with their world in terms of the marketplace.
Description:	This teacher's guide contains behavioral objectives, a listing of teaching materials, procedures, and evaluations for each lesson. The teaching aids included with each lesson are presented both as sources of additional information for the teacher and as a takeoff point for further development of the lesson.
Suggested use:	Teachers.
Contact:	Dr. Marion B. W. Holmes Director of Vocational Education 734 Schuylkill Avenue Philadelphia, PA 19146 (215) 875-3805

Title: Non-Traditional Jobs in Home Economics

Type of resource: Occupational listings

Developer: Geraldine Nordby, Director, Nordine Associates

Objective: To inform home economists of opportunities in nontraditional jobs.

Description: This document is comprised of a list of nontraditional jobs available to and being filled by home economists. Twenty-five non-traditional jobs are listed. The list has been compiled with the cooperation of the local chairperson of Home Economists in Business groups across the United States.

Suggested use: Guidance counselors, employment specialists.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

II. CAREER DEVELOPMENT AND PLANNING

Title: Career Awareness in Language Arts, 1978

Type of resource: Career planning system

Developer: Alliance for Career and Vocational Education, The National Center for Research in Vocational Education, The Ohio State University

Objectives: To help students to--

become aware that people have a special combination of characteristics that make them unique;

develop attitudes and values that lead to self-direction, self-confidence, and responsibility to self and others;

discover ways in which language arts can contribute to self-development and can broaden interests in careers;

recognize the contribution of occupations to society and individuals;

become aware of the reasons why people work;

become aware of the goods and services provided by workers;

become aware of the variety of occupations in the world of work;

recognize that personal needs can be met through work;

observe and role play persons involved in work;

discover aspects of work and occupational roles that match one's self-concept;

become aware that being a student is part of a career sequence.

Description: This curriculum consists of three levels: I Am Special, grades kindergarten through first; We Are Special, grades second through through third; and Living in a Special World, grades fourth through sixth. The materials for each level include a teacher's guide for implementing specific group and individual activities, student materials for the activities, and an introductory slide/tape presentation. Activities are provided for the occupational clusters of industry, commerce,

social sciences, services, and arts. Each level of the program is designed for nine to twelve weeks of classroom time.

Suggested use: Teachers and counselors of students in grades kindergarten through sixth.

Contact:

Alliance for Career and Vocational Education
The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
(614) 486-3655
(800) 848-4815

Title: Career Exploration, 1978

Type of resource: Career planning system

Developer: Alliance for Career and Vocational Education
The National Center for Research in Vocational Education

Objectives: To help students to--

acquire information about the environment, the people, and the processes in the world of work;

acquire information about interests, aptitudes, achievements, and values in the world of work;

become aware of the ways in which people and occupations resemble or differ from one another;

perceive and respond to experiences in the world of work;

develop personal feelings about occupations that are explored;

appreciate potential personal fulfillment associated with different occupations;

develop plans to explore occupations in greater depth;

apply exploration techniques in making tentative occupational decisions;

compare present preferences with past preferences;

evaluate the realism and continuing appropriateness of personal exploration goals.

Description: The Career Exploration simulations have been developed to involve junior high school students in an in-depth classroom exploration of selected occupations in seven cluster areas--Construction, Personal Services, Product Services, Health and Welfare, Trade and Finance, Communication, and Government. After an overview of the cluster area, students play worker roles to solve a problem adapted from an actual work situation. Their use of realistic work processes and materials gives them experience that accurately reflect what workers do on the job.

The program package includes a group overview, individual student role books and related materials, and a teacher's guide for implementation. The simulations are designed for use in ten to fifteen instructional periods.

Suggested use: Teachers and counselors of junior high school students.

Contact:

Alliance for Career and Vocational Education
The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
(614) 486-3655
(800) 848-4815

Title:	Career Preparation in Mathematics, 1978
Type of resource:	Career planning system
Developer:	Alliance for Career and Vocational Education, The National Center for Research in Vocational Education, The Ohio State University
Objectives:	To help students to-- acquire information about occupations; realize that math skills taught at the secondary level are used in the performance of many jobs. perform occupational activities involving computation skills; improve performance in math courses; become familiar with entry requirements for occupations in the program consider educational and training requirements for preferred occupations.
Description:	Four levels of Career Preparation in Mathematics are available for use throughout the school year as supplements on the topics covered in the regular curriculum; these are General Math, Algebra, Geometry, and Trigonometry. Students work in individual activity booklets that present job-related problems for the topic being studied in the class, information about the occupation, practice exercises, and personal math problems on the same topic. Consumable worksheets accompany each set of booklets.
Suggested use:	Teachers and counselors.
Contact:	Alliance for Career and Vocational Education The National Center for Research in Vocational Education The Ohio State University 1960 Kenny Road Columbus, OH 43210 (614) 486-3655 (800) 848-4815

Title: Junior High School Career Planning System, 1978

Type of resource: Career planning system

Developer: Alliance for Career and Vocational Education, The National Center for Research in Vocational Education, The Ohio State University

Objectives: To help students to--

learn about personal interests;

examine occupations to determine how they relate to personal interests;

identify high school courses and extra-curricular activities in which personal interests may be pursued and in which related activities and skills may be developed;

select a high school program with the assistance of guidance personnel.

Description: The program provides individualized self-paced activities for exploration of fifty-two occupations arranged in thirteen interest areas. After an introduction that is aided by a series of transparencies, students identify areas of individual interest by a card sort. They engage in occupational activities associated with that area and then have access to more extensive occupational information. A student guide provides direction and a record of experiences, and a guide for teachers and counselors provides implementation aid and complementary activities. The program is designed for infusion in regular language arts, social studies, or careers courses for ten to fifteen instructional periods.

The Career Planning System is available in Spanish translation and with glossaries in Spanish, Chinese, Portuguese, French, Italian, and Greek. The program is also available in a resource room edition for special needs learners.

Suggested use: Teachers and counselors.

Contact:

Alliance for Career and Vocational Education
The National Center for Research in Vocational Education
The Ohio State University
1960 Kenny Road
Columbus, OH 43210
(614) 486-3655
(800) 848-4815

Title:	Planning Your Career Through Vocational Education: A Guide for Selecting Your Curriculum that Leads to Employment and/or Higher Education. Grades 9-12, 1980
Type of resource:	Vocational course selection guide
Developer:	The School District of Philadelphia, Division of Career Education, Office of Vocational Education
Objective:	To facilitate the successful matriculation of students in grades nine through twelve with respect to required courses for graduation and preparation for employment or further education.
Description:	This guide contains sufficient and necessary information about curricula for students to make informed choices and plans for their careers in vocational education.
Suggested use:	Students interested in attending vocational schools.
Contact:	Dr. Marion B. W. Holmes Director of Vocational Education 734 Schuylkill Ave. Philadelphia, PA 19146 (215) 875-3805

Title:	Senior High School Career Planning System, 1978
Type of resource:	Career planning system
Developer:	Alliance for Career and Vocational Education, The National Center for Research in Vocational Education, The Ohio State University
Objectives:	To help students to-- consider and clarify aspects of self: interests, needs, abilities, values, attitudes, concepts, relationships with others, and so forth; understand elements of a career; gather and interpret information about occupations; develop decision-making skills; use decision-making skills to integrate information about self and occupations in formulating, testing, adjusting, and pursuing career goals.
Description:	Through participation in self-paced individual activities and group activities initiated by teachers and counselors, students practice application of decision-making skills to career information. Program materials include two student workbooks and a guide for teachers and counselors that provides implementation aid and complementary activities. The program is designed for infusion in regular language arts, social studies, or career courses for ten to fifteen instructional periods.
Suggested use:	Teachers, counselors, and students.
Contact:	Alliance for Career and Vocational Education The National Center for Research in Vocational Education The Ohio State University 1960 Kenny Road Columbus, OH 43210 (614) 468-3655 (800) 848-4815

III. SPECIAL EDUCATION

Title: Individual Educational Program (IEP)

Type of resource: Career planning publication

Developer: CRI Dissemination Project

Objective: The IEP uses occupational clusters and subclusters (see below) in a module form to track the student's continuous growth and plan for a realistic and nonduplicative sequence of appropriate learning experiences.

Description: The Individual Educational Program (IEP) is for all persons diagnosed as handicapped, including not only retarded persons but also those with other disabilities, such as emotional disturbance, learning disabilities, social maladjustment, visual deficiencies, learning anomalies, and the spectrum of physical handicaps. Since it is designed for one individual rather than a class, expectations are related to individual capacity and various levels of knowledge, skill, and ability will be expected among those who have an IEP.

OCCUPATIONAL CLUSTERS AND SUBCLUSTERS

Agriculture/Natural Resources

Agricultural Mechanics
Landscaping and Nursery
Greenhouse/Floriculture
Forestry and Recreation

Automotive and Power Service

Auto Mechanics
Auto Body Repair
Small Engines
Appliance Repair
Air Conditioning

Food Preparation and Service

Baking and Pastry
Food Preparation
Food Service

Graphics and Communication Media

Bookbinding
Screen Printing
Offset Lithography
Letterpress Printing
Commercial Photography
Drafting

Clothing/Textile Service

Clothing Service
Clothing Construction
Home Furnishings
Upholstery

Construction

Building Maintenance/Service
Residential Construction

Distribution

Material Handling
Recalling

Health

Health Care
Hospital Housekeeping
Child Care

Manufacturing

Combination Welding
Machine Tool Processes
Soft Material Processes

Office and Business

General Office Clerk
Office Machine Operator

Suggested use: Teachers, counselors, and individualized student use.

Contact: CRI Dissemination Project
Capital Area Career Center
611 Hagadorn Road
Mason, MI 48854
(517) 676-3302

Title: Puzzled About Educating Special-Need Students: A Handbook on Modifying Vocational Curricula for Handicapped Students

Type of resource: Curriculum guide

Developer: Wisconsin Vocational Studies Center, University of Wisconsin. Edited by Nancy Howard.

Objective : To help vocational educators and other individuals provide appropriate vocational education for handicapped students through the modification of vocational programs.

Description: Readers will find samples of modifications of instructional materials. Information is provided to enable vocational teachers and others to know when to modify techniques, teaching methods, and how to modify curriculum materials.

In addition to the handbook, a user's guide has been developed for use by state and local administration personnel who are responsible for providing workshops and inservice meetings on the vocational education of handicapped students.

Suggested use: Teachers of handicapped students.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Ave.
Philadelphia, PA 19146
(215) 875-3805

IV. INFORMATION, SPECIAL SERVICES, AND PROGRAMS

Title:	Model Career Resource Center
Type of resource:	Information service
Developer:	Pennsylvania State Department of Education
Objective:	To provide career information materials to administrators, faculty, and counselors.
Description:	The Pennsylvania State Department of Education expanded the Pennsylvania Guidance Service Center by establishing a Model Career Resource Center. It contains a large selection of career information materials ranging from audiovisuals to simulation games. Bibliographies, with names of vendors and estimated costs, are also available.
Suggested use:	Administrators, faculty, and counselors.
Contact:	Mr. Elmer Hensler Pennsylvania State Department of Education Harrisburg, PA 17621 (717) 652-8200

Title:	Representative from Bureau of Employment Security (BES) Located in Senior High School
Type of resource:	Service
Developer:	Bureau of Employment Security in cooperation with the Office of Vocational Education, School District of Philadelphia
Objective:	To help senior students obtain full-time work upon graduation.
Description:	A counselor from BES is located in Frankford High School to assist senior students in obtaining full-time work upon graduation. The BES refers seniors for job interviews. Most of the positions involve part-time work during the school year, and the promise of full-time work upon graduation if the students have performed up to the employees' standards.
Suggested use:	Potential senior high school graduates.
Contact:	Dr. Marion B. W. Holmes Director of Vocational Education and Dr. Samuel Kaplan Assistant Director of Vocational Education 734 Schuylkill Avenue Philadelphia, PA 19146 (215) 875-3805

Title: Safety Rules and Regulations

Type of resource: Safety guide

Developer: School District of Philadelphia
Division of Vocational Education

Objective: To communicate the safety rules and regulations that must be adhered to at all times in the School District of Philadelphia.

Description: School administration should make sure, for the protection of students, faculty, and the school board, that they conform to the provisions of the Occupational Safety and Health Act, PL 91-596, that was signed into law in December 1970. This booklet covers legislation, implementation of the safety program, general safety, health and medical information, plant and facilities, safety, tools, equipment and supplies, publications, and a suggested school safety organization chart.

Suggested use: Vocational teachers.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Summer Jobs, 1981

Type of resource: Project

Developer: Dr. Marion B. W. Holmes, Director
Dr. Samuel Kaplan, Assistant Director
Office of Vocational Education
School District of Philadelphia

Objective: To aid students in the search for summer employment.

Description: A program that was sponsored by the U.S. Department of Education, Office of Vocational Education in cooperation with The Philadelphia Tribune newspaper and members of the business and industrial community to aid students enrolled in secondary vocational-technical education in their search for summer employment. Eligible students were able to place advertisements in The Philadelphia Tribune. The program enabled 745 eleventh grade students to take advantage of this opportunity. The work they sought covered a wide range of skills from architect trainee to wood worker. The objective of the project was to match employers with willing young workers. Participants will be mailed surveys later to determine how many received responses to their advertisements.

Suggested use: Students who are enrolled in vocational-technical education.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
Office of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805
or
Dr. Samuel Kaplan
Assistant Director of Vocational Education
Office of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: VEIN (Vocational Education Information Network)

Type of resource: Computerized information system

Developers: Joseph Blake, Erma Keyes, Jay Smink

Objective: To solicit, collect, and disseminate reports and descriptions of programs, activities, or products from and among vocational educators.

Description: VEIN is an information system for vocational and adult education practitioners in Pennsylvania. It contains curriculum materials, results of research studies, shop layouts, ideas for improving instruction, graduate papers, and information about project funding. The ERIC collection is a key resource for searches requested by VEIN users. Services are free. VEIN also provides resources or presenters for inservice professional or community education programs.

VEIN has over 300,000 educational documents on program comprised of curricula, speeches, conference reports, research reports, and other related materials in the ERIC and Pennsylvania microfiche collections that can be rapidly searched for selective responses to questions. VEIN will microfilm those materials and also will provide information about microfiche viewing and copying equipment.

In addition, VEIN provides the following:

Resources in Education (RIE), a monthly abstract journal for documents, research reports, papers, evaluative studies, bibliographies, summaries, speeches, conference proceedings, curriculum-related materials, and reports of innovative and developing programs. Order from Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

Resources in Vocational Education (RIVE), a bimonthly abstract journal of research, instructional, and other materials in vocational and technical education. Order from the National Center for Research in Vocational Education, The Ohio State University. 1960 Kenny Road, Columbus, OH 43210.

Suggested use: Administrators, staff, students and other interested parties.

Contact:

Mrs. Evelyn Werner
Program Manager
Vocational Education Information Network
Stoyer Research and Learning Center
Millersville State College
Millersville, PA 17551
(717) 872-3477

Title: Vocational Education Guide to Instructional Planning with V-TECS (Vocational-Technical Education Consortium of States) Catalogs, 1978

Type of resource: Competency-based modules

Developer: Consortium of States (Alabama, Florida, Georgia, Kentucky, Mississippi, Texas, and Virginia)

Objective: To acquaint educators with the rationale for implementing competency-based instruction and improving instructional programs with V-TECS catalog resources, to acquaint educators with the steps in developing an instructional program, and to assist educators in using V-TECS catalogs to develop their own instructional programs.

Description: This manual facilitates the improvement of vocational instructional programs and the implementation of competency-based instruction. Pennsylvania joined the V-TECS to share in developing validated source materials for instructional improvement. V-TECS materials provide a source of occupation-specific performance objectives, criterion-referenced measures, and performance guides. They provide building blocks for competency-based instruction because they are based on validated information from incumbent workers about tasks performed in given occupations and tools used in performance of the tasks.

The content of this manual is organized into instructional modules designed to give participants experience in the use of a competency-based learning process. Such a module is a learning package that consists of the task and related objective the learner is expected to achieve, sequential learning activities and informational content to enable the learner to achieve the specified objective, and an outline of the performance that will demonstrate proficiency in the task. The module content is

given in a shortened form to help participants comprehend the full scope of the learning process before working through the activities.

Available catalogs are listed

Catalogs of Performance Objectives and Performance Guides

Advertising Artist
Agricultural Equipment Parts Salesperson
Appliance Repairer
Architectural Drafter
Auto Body Repairer
Auto Mechanic
Auto Parts Salesperson
Bank Clerk
Bank Teller
Bookkeeper
Bricklayer
Business Machine Repairer
Carpenter
Cashier/Checker
Chemical Salesperson/ Chemical Applicator
Child Care Attendant
Clothing Alterationist
Community Health Aide
Computer Operator
Computer Programmer
Cosmetologist
Cotton Ginner
Custom Dressmaker
Dental Assistant
Dental Laboratory Technician
Die Designer Jig and Fixture Designer
Diesel Mechanic
Electronic Mechanic
Emergency Medical Technician
Environmental Servicer
Executive Secretary
Farm Business Manager
Farm Equipment Mechanic
Farm Equipment Operator
Fire Fighter
Floriculture Worker
Food Preparation Worker
General House Worker
Greenskeeper
Groundskeeper
Hardware Salesperson
Heavy Equipment Mechanic
Home Furnishing Worker
Homemaker: Clothing and Textiles
Homemaker: Foods
Homemaker: Housing and Furnishings
Homemaker: Human Development
Homemaker: Management and Family Economics
Hospital Ward Clerk
Hotel/Motel Desk Clerk
Housing Manager
Industrial Electrician
Industrial Maintenance Mechanic
Industrial Sewing Machine Operator
Janitor
Legal Secretary
Licensed Practical Nurse
Logger
Loom Fixer
Machinist
Meat Cutter
Medical Assistant
Medical Laboratory Technician
Nursery Worker
Nurse's Aide/Orderly
Oilfield Technician
Operating Room Technician Occupations
Patrolman
Plumber
Printing Occupations
Radio Communications Technician
Radiographer
Radio Television Repairer
Real Estate Agent
Refrigeration Mechanic
Retail Credit Manager
Retail Flower Shop Salesperson and Floral Designer

Secretary
Security Guard
Sheet Metal Worker
Ship Operations
Small Engine Repairer
Solar Heating Mechanic
Tax Collector
Underground Coal Mine Machine Maintenance
Veterinary Assistant Occupations
Warehouse Worker
Water/Wastewater Treatment Plant Operator
Welder
Word Processing Administrative Support Secretary
Word Processing Correspondence Specialist

Suggested use: Vocational administrators and educators.

Bureau of Vocational Education
Pennsylvania Department of Education
Harrisburg, PA 17621
(717) 783-6960

Title: Vocational Education Instructional Support Center

Type of resource: Media center

Developer: The School District of Philadelphia

Objective: To make available and disseminate materials and instructional aids of the media center.

Description: The audiovisual center is located in the John F. Kennedy Vocational Education Center. The media center houses audiovisual materials and instructional aids that may be used by staff and students. The media center has compiled a Suggested Listing of Materials and Instructional Aids for Career Education. The listing contains materials such as kits, filmstrips/sound (cassette tape), recordings (cassette tape), publications, in-house programs, and audiovisual equipment. Many of the programs contained in the listing are adaptable for all grade levels.

Suggested use: Staff and students.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Vocational Education Instructional Support Center

Type of resource: Resource center

Objective: To provide a comprehensive program of services for vocational education that will provide direct assistance to students who require special help to succeed in regular vocational education programs.

Description: The Vocational Education Instructional Support Center is located in the John F. Kennedy Vocational Schools. [The extensive involvement of vocational educators in their respective interdisciplinary roles leaves little or no time for investigating the myriad resources of instructional aids, audiovisual aids, and associated materials as well as programs available as teaching aids, that will provide necessary resource services, facilitate assessment and curriculum modification, and help make available appropriate alternative educational programs and materials.] The Vocational Education Instructional Support Center provides a comprehensive array of services addressing the aforementioned needs of vocational educators and students.

Suggested use: Teachers and students.

Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

V. TRADE AND INDUSTRY

Title: Guide for Visual Communications in Industrial Arts

Type of resource: Curriculum guide

Developer: The School District of Philadelphia Board of Education, Visual Communications Teachers

Objectives: To provide a bridge between traditional industrial arts programs and contemporary visual communications.

Description: This guide describes visual communications in terms of how industry communicates graphically and what people do in the process. Each lesson is planned in detail and includes specific guidelines. The guide is a bridge between traditional industrial arts programs and contemporary visual communications. The guide consists of instructional units, additional units, descriptions of occupations related to visual communications, and a selected bibliography.

Suggested use: Teachers.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Ave.
Philadelphia, PA 19146
(215) 875-3805

Title: Pennsylvania Industrial Arts Safety Guide

Type of resource: Safety guide

Developer: Safety Steering Committee of Pennsylvania, under a charge from the Industrial Arts Association of Pennsylvania in cooperation with the Pennsylvania Department of Education

Objective: To alert industrial arts teachers, teacher educators, school administrators, and industrial arts supervisors of the importance of a strong safety program and to provide the instructional resources for institutional safety instruction.

Description: The guide provides the instructional resources for instituting safety instruction in schools, for the inservice training of industrial arts teachers, and for the education of undergraduates in the teacher education programs of Pennsylvania.

This guide has been placed in a loose-leaf binder for greater flexibility and use by the industrial arts teacher. The materials for this guide fall into several categories, i. e., resources, safety information, instructional suggestions and lesson plans, materials for student use, forms and checklists, lists of responsibilities for safety programming, facility considerations, and teacher liability.

Suggested use: Teachers of industrial arts.

Contact: Pennsylvania Department of Education
Division of Industrial Arts
Box 911
Harrisburg, PA 17126
(717) 783-6960

Title: Personalized Individualized Vocational Training Consortium (PIVOT), 1976

Type of resource: Individualized instructional units

Developer: The School District of Philadelphia

Objectives: To provide a career education program that enables every student to acquire marketable skills; to substitute the cluster concept of vocational-technical education for the traditional single-unit occupational program; to personalize instruction to eliminate the disadvantages of traditional classroom learning activities, while taking into account the individual abilities of each student; and to maximize the use of audiovisual instructional techniques in order to bypass stumbling blocks for the student with weak reading ability or comprehension.

Description: PIVOT programming units are steps in occupational training. Usually several program units combine to form a task and several tasks combine to form an occupational training group. All of the programs contain steps for classroom management of the learning package, a teacher direction sheet, instructional learning outline, standard direction sheet, student reviews of evaluation sheet, an illustration of the work station, and sound/slide units. The instructional learning packet is in a format that other school districts can adapt to fit their needs. PIVOT programs are available in nine occupational areas: Carpentry, Masonry, Building Maintenance, Electrical Construction, Electronics, Machine Shop, Carburetion and Ignition, Communications, and Building Sanitation.

Suggested use: Students in trade and industry areas.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Pre-Vocational Manufacturing

Type of resource: Lesson plans

Developer: The School District of Philadelphia

Objective: To give the learner a broader background of industrial experiences and occupational awareness through such broad concepts as how industry produces products and what people do in the process.

Description: Each lesson in the guide is planned in detail for the teacher. Teachers can go through each unit as written while making modifications as dictated by their immediate classroom situation. The guide consists of two parts. The first contains thirty lessons with identical format. Each lesson contains the following:

- Stated behavioral objectives
- References (related reading materials)
- Lecture
- Summary of lecture
- Discussion
- Demonstration and/or film
- Definition of terms
- Pretest and posttest

Suggested use: Teachers.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805

Title: Pre-Vocational Power Technology, Teacher's Guide, 1975.

Type of resource: Teacher's guide

Developer: The School District of Philadelphia

Objective: To give the learner a broader background of industrial experiences and occupational awareness through such broad concepts as how industry produces products and what people do in the process.

Description: Prevocational power technology focuses upon practical student experiences in the development and application of power in a technological society. The guide may be considered to bridge the gap between traditional industrial arts courses and contemporary power technology.

This guide has two major parts: (1) materials pertaining to large-group discussion, with a separate section for related occupational information; and (2) materials pertaining to small-group instruction, which are identified as student experiences in the areas of small engines, electrical, hydraulics-pneumatics, and mechanical control. In addition, there is a selected bibliography, a listing of some of the visual aids available, and a glossary to help students become familiar with terms used in power technology.

Suggested use: Teachers.

Contact: Dr. Marion B. W. Holmes
Director of Vocational Education
734 Schuylkill Avenue
Philadelphia, PA 19146
(215) 875-3805